



ENFORCEMENT & INSPECTIONS DEPARTMENT  
302.424.3712, FAX 302.424.3559

201 S WALNUT ST  
MILFORD, DE 19963

www.cityofmilford.com

## RESIDENTIAL POOL BUILDING PERMIT APPLICATION

Revised 6/4/15

- Plans will be returned without review if information is incomplete.
- All paperwork submitted for approval is to be **no larger than 11' x 17"** for scanning purposes.
- It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
- No permit will be issued if property owner is delinquent of City taxes or utilities or has open code violations.
- Once the City has reviewed your application, you will be contacted with the permit price and when you may pick it up. This usually takes approximately 7 business days.
- Upon receiving your Building Permit Placard, please display it in a conspicuous place from the street.

**\*\*\* Please contact the appropriate county to determine the necessity of a county permit.\*\*\***

**\*\*\*Kent: 302-744-2454 / Sussex: 302-855-7860\*\*\***

\* *Please see attached guidelines.*

### Required Documents

(Please check off and return this page along with the following documents with the building permit application.)

**If you live in Hearthstone Manor / Knotts Landing / Matlind Estates / Meadows at Shawnee / Orchard Hill / Cascades / Milford Ponds / Walnut Village or Watergate you are required to provide a copy of your Homeowner's Association approval letter with this application.**

\_\_\_\_\_ Site Plan-*indicating size and location of pool & fencing, if applicable, and existing structures on the site and distances from accurate lot lines.*

\_\_\_\_\_ Residential Building Permit Application Form (*Please see attached*)

# **RESIDENTIAL POOL BUILDING PERMIT APPLICATION**

CONTRACTOR/BUILDER: \_\_\_\_\_

CONTRACTOR/BUILDER  
ADDRESS: \_\_\_\_\_

CONTRACTOR/BUILDER PHONE: \_\_\_\_\_

CONTRACTOR/BUILDER CELL: \_\_\_\_\_

CITY OF MILFORD  
CONTRACTOR LICENSE #: \_\_\_\_\_

HOME/PROPERTY OWNER: \_\_\_\_\_

HOME/PROPERTY OWNER  
PHONE: \_\_\_\_\_

PROPERTY/SITE ADDRESS: \_\_\_\_\_

**TOTAL COST OF PROJECT:**    \$ \_\_\_\_\_

Signature of Property Owner:

Any deviation from the information provided (i.e. area regulations, building setbacks, etc.) by the applicant is the responsibility of the property owner at the time of construction. I furthermore certify that I am authorized to grant, and do in fact grant, permission to the City of Milford zoning official and Building Inspector to enter onto the property noted on the City of Milford Building Permit for the purpose of inspections.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# COMPLIANCE GUIDELINES FOR SWIMMING POOLS

Revised 05/12/05

The following list of Code requirements is intended to assist you in complying with the City of Milford building code, but does not encompass the entire code. Failure to comply with all applicable Code requirements will result in a Notice of Violation and/or Stop Work Order until such violations are corrected. The building permit must be made available at the site for the required inspections. Should you have any questions regarding these requirements, please call (302) 424.3712 extension 312.

## 1. OUTDOOR PRIVATE SWIMMING POOL (Section 421.10.1)

An outdoor private swimming pool, including an in-ground, above-ground, or on-ground pool, hot tub, or spa shall be provided with a barrier which shall comply with the following.

1. The top of the barrier shall be at least 48 inches above finished ground level measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between finished ground level and the barrier shall be 2 inches measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above finished ground level, such as an above-ground pool, the barrier shall be at finished ground level, such as the pool structure, or shall be mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.
2. Openings in the barrier shall not allow passage of a 4 inch diameter sphere.
3. Solid barriers shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1  $\frac{3}{4}$  inches in width. Decorative cutouts shall not exceed 1  $\frac{3}{4}$  inches in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Decorative cutouts shall not exceed 1  $\frac{3}{4}$  inches in width.
6. Maximum mesh size for chain link fences shall be a 1  $\frac{1}{4}$  inch square unless the fence is provided with slats fastened at the top or bottom which reduce the openings to not more than 1  $\frac{3}{4}$  inches.
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall be not more than 1  $\frac{3}{4}$  inches.
8. Access gates shall comply with the requirements of items 1 through 7 of Section 421.10.1, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism on the self-latching device is located less than 54 inches from the bottom of the gate: (a) the release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate; and (b) the gate and barrier shall not have an opening greater than  $\frac{1}{2}$  inch within 18 inches of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier, once of the following shall apply:  
All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened. The alarm shall have a minimum sound pressure rating of 85 dBA at 10 feet and the sound of the alarm shall be distinctive from other household sounds such as smoke alarms, telephones and door bells. The alarm shall automatically reset under all conditions. The alarm shall be equipped with manual means, such as touch pads or switches, to deactivate temporarily the alarm for a single opening form either direction. Such deactivation shall last for not more than 15 seconds. The deactivation touch pads or switches shall be located at least 54 inches above the threshold of the door.

10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a fixed or removable ladder or steps, the ladder or steps shall be surrounded by a barrier which meets the requirements of times 1 through 9 of Section 421.10.1. **A removable ladder shall not constitute an acceptable alternative to enclosure requirements.**

## 2. EXEMPTIONS (Section 421.10.4)

1. The following shall be exempt from the provisions of this section:

- a. A spa or hot tub with an approved safety cover.
- b. Fixtures which are drained after each use.

## 3. LOCATION (Section 421.4)

1. Private swimming pools shall not encroach on any front or side yard required by this code or by the governing *zoning* law, unless in accordance with specific rules of the jurisdiction in which the pool is located. A wall of a swimming pool shall not be located less than 6 feet from any rear or side property line or 10 feet from any street property line, unless in accordance with specific rules of the jurisdiction in which the pool is located.

## 4. STEPS AND LADDERS (Section 421.5.5)

1. At least one means of egress shall be provided from private pools. Public pools shall provide ladder to other means of egress at both sides of the diving section and at least one means of egress at the shallow section; or at least one means of egress in the deep section and the shallow section if diving boards are not provided. Treads of steps and ladders shall have slip-resistant surfaces and handrails on both sides, except that handrails are not required where there are not more than four steps or where the steps extend the full width of the side or end of the pool.

## 5. DRAINAGE SYSTEMS (Section 421.6.2)

1. The swimming pool and equipment shall be equipped to be emptied completely of water and the discharged water shall be disposed of in an approved manner that will not create a nuisance to adjoining property.

## 6. ACCESSORIES (Section 421.7.1)

1. All swimming pool accessories shall be designed, constructed and installed so as not be a safety hazard. Installations or structures for diving purposes shall be properly anchored to insure stability.

## 7. DIVING BOARDS (Section 421.11)

1. Minimum water depths and distances for diving hoppers for pools, based on board height above water, shall comply with Table 421.11 (1) for public pools and Table 421.11 (2) for private pools.

2. The maximum slope permitted between point D2 and the transition point shall not exceed one unit vertical to three units horizontal (1:3) in private and public pools. D1 is the point directly under the end of the diving boards. D2 is the point at which the floor begins to slope upwards to the transition point. See Figure 421.11.